



**Non-Appropriated Fund Vacancy
ANNOUNCEMENT NUMBER NAF-2014-34**

*****AMENDED*****

Previous applicants need not reapply

Opening Date: 06 June 2014

Closing Date: Open Until Filled
1st Cut Off: 20 June 2014

Position: Director of Fitness and Sports, NF-0188-04

Salary: \$40K – \$52K annually, based upon qualifications/experience

Employment Category: Regular Full Time, 35-40 hours a week with benefits. May require working evening, week-end and Holiday hours.

Location: Fitness Department, Naval Submarine Base, Kings Bay, GA

Area of consideration: CONUS

Relocation Expenses: Negotiable

Introduction: Naval Submarine Base Kings Bay's award-winning MWR program is seeking a dynamic and innovative leader to join its' Fitness Department as the Director of Fitness and Sports. This position will be leading a diversified staff in a variety of functions including customer service, fitness instruction, facility maintenance/upkeep, sporting events, and business management. The ideal candidate is a motivated individual who desires to work for a forward-thinking and innovative organization. He or she must have a customer-service focused management style, proven ability to lead a successful team/organization, and possess a financially sound business philosophy.

Duties:

-Supervises coordinators within fitness, sports and aquatics and other full-time, flexible, seasonal staff within the Fitness Complex. Issues internal instructions and guidelines to employees. Keeps employees fully informed of management objectives and policy changes to the program. Trains, assigns duties, sets work standards, appraises performance, interviews, selects, schedules and approves leave for employees.

-Exercises extensive supervisory responsibility through subordinate staff for the operation, care, and maintenance of the gymnasiums, lighted softball fields; multi-purpose fields which include a running track, soccer and football fields; tennis courts, and outdoor basketball and volleyball courts. The work force includes military and civilian personnel engaged in performing operational tasks related to program activities.

-Within the scope of objectives and guidelines established at higher organizational levels, plans, organizes, manages, and supervises a diverse and comprehensive fitness and sports facility and program which includes group exercise classes, self-directed fitness and sports programs, incentive programs, special events, intramural, extramural, and varsity sports, instructional programs and awareness and education programs. Program serves a population of active duty, reserve, and retired military; their family members, civilians, and other authorized customers. Develops and implements programs to accommodate the wide range of interests for both fitness and sports activities in traditional as well as trendy and specialized activities. Coordinates the use of indoor and outdoor facilities including gymnasium(s), fitness center, tennis courts, softball fields, jogging track, football field(s), and soccer field(s) to accommodate the comprehensive base fitness and sports program.

-Implements a comprehensive training program to ensure all staff members possess the necessary skills and knowledge for their position. Plans and implements training programs for personnel and volunteers according to their individual needs and requirements and to update skills required as a result of new equipment, materials, or changes in operations.

-Prepares APF and NAF budgets, which include the expenditures required to conduct the fitness and sports programs (Categories A and B). Ensures sufficient equipment and supplies are available to provide a comprehensive program. Prepares purchase order requests for supplies and equipment. Documents a plan to replace or repair program equipment, uniforms, and supplies.

- Determines adequacy of facilities, identifies additional needs and recommends facility construction/alterations and renovation projects and monitors repair and maintenance of existing facilities and equipment. Recommends new facility construction based on meeting customer needs and replacement of degraded facilities. Coordinates with and assists engineers on requirements related to construction of all new indoor and outdoor fitness and athletic facilities. Coordinates with MWR Maintenance Department, Facilities and Environmental Department and other base agencies (e.g., Safety Office) regarding requirements for maintenance and repair of fitness and sports facilities and purchase and installation of new equipment. Plans, organizes, schedules, and conducts required training along with appropriate documentation. Coordinates and implements plans and policy to ensure facilities and programs are in compliance with established safety, fire and environmental directives.
- Plans and coordinates all aspects of recurring and non-recurring activities, special events and joint military and civilian community undertakings to make maximum use of facilities, services and other resources. Completes local needs assessments and/or local surveys annually to determine customer needs and incorporates these findings into the annual program plan. Uses customer feedback to promote program changes and justify expenditures. Coordinates with marketing staff to plan and develop promotional, advertising, commercial sponsorship, and publicity strategies.
- Insures that the Navy Physical Readiness Program has the necessary support by assisting local Command Fitness Coordinators (CFC) in conducting and administering safe and proper Physical Readiness Tests.
- Solicits, selects and directs volunteers and contract instructors for activities and specialty programs which could not be scheduled without such assistance. Interviews volunteers and selects those with skills appropriate for the activity. Instructs participants in activities for which the employee has technical expertise, e.g., sports official, group exercise instructor.
- Establishes and maintains business relationships with professionals in the field of health and fitness. Reviews research publications and health journals to ensure currency in methodology and philosophy in the area of health and fitness. Applies changing methods and techniques in program area. Keeps abreast of advances and changes in the areas of exercise physiology, life-style management, nutrition, and physical conditioning.
- Performs other duties as assigned.

Minimum Qualifications:

- A bachelor's degree in fitness, sports management/administration, health, exercise science or related field from an accredited college or the equivalent in work experience.
- A master's degree in fitness, sports management/administration, health, exercise science or related field from an accredited college or the equivalent in work experience is a PLUS.
- Possess at a minimum Command Fitness Leader Certification, Cardiopulmonary Resuscitation (CPR) Instructor Certification, and First Aide Instructor Certification OR have the ability to complete within 12 months of selection.
- Knowledge of a range of activities and services and of participant's interest and needs typical of fitness program which enables the employee to develop and conduct a very large and exceptionally diversified program in the specialty area. Knowledge includes ability to develop plans for facility improvements, interpretation of sporting rules, developing intramural and extramural tournaments for base, region, Navy competition and local and national levels in areas not directly associated with military sports.
- Skill in the application and utilization of such knowledge in developing, planning and carrying out a large, comprehensive fitness program which meets, as fully possible, the needs and desires of a large participating community without detriment to health or safety, and protection of public buildings and outdoor natural resources, and reflects exceptional abilities in the area of program and safety management.
- Knowledge and skill as a facility and program manager. Including the knowledge of support activities (i.e., budget, manpower, contracting, etc.) in order to obtain the resources required to insure their proper use in delivering an effective and efficient fitness and sports program. Skill in managing financial and physical resources of a fitness and sports program.
- Knowledge and skill to train staff, officials, and instructors in many areas of fitness and sports.
- Knowledge and skill in the use of a wide range of fitness and sports equipment and its benefit to patrons. Must be able to recommend specific equipment to meet the needs of individual customers or groups.
- Knowledge of facility management and personnel management policies, practices and procedures, including the ability to adjust work operations to meet emergency, changing program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Knowledge of safety, fire and environmental regulations and procedures.
- Skill in communicating effectively with others both orally and in writing in order to promote and report on the program and to work on solutions to problems and questions relating to the program.
- Ability to teach fitness center staff to train users on conducting personal fitness programs. Focus areas to include safety, the importance of physical fitness, benefits of cardiovascular and resistance training, and proper exercise techniques.

Physical Demands and Work Environment: Work is partially sedentary while in an office setting and moderately active while in the fitness center and at the outdoor facilities. Prolonged standing is required when conducting training classes. At times the work requires a heavy amount of physical exertion (e.g., lifting up to 75 pounds, preparing play areas for

activities, demonstrating exercises, setting up and tearing down equipment, et.). In addition, the work requires a well above average amount of physical dexterity and ability in a variety of fitness and sports activities in order to demonstrate and teach staff and program participants.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.